



CalJOBS Help Sheet #2

How to Register a Job Seeker in CalJOBS

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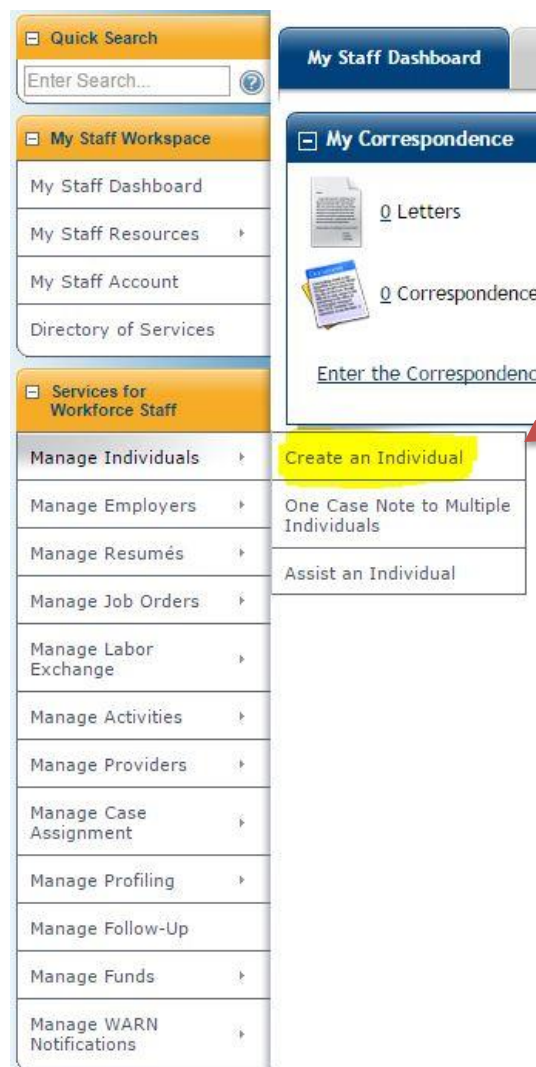
How to Register a Job Seeker in CalJOBS

This Help Sheet describes step by step how to register a Job Seeker in CalJOBS. All participants served in WIOA must be registered in CalJOBS. To register a job seeker, please login to the system. Before registering the client, make sure to search the system for the client using a unique identifier such as the social security number. This will help prevent creating duplicate profiles.

Registering a Job Seeker:

1. To register a job seeker, navigate to the left side and hover your mouse over “Manage Individuals” and click on “Create an Individual”.

(Note: You may search if the client has an existing profile with the SSN here.)



3. Enter the name of the individual.

Name

* First Name:

Middle Initial:

* Last Name:

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4. Enter the individual's Residential Address. If you do not have the zip code, you may search the location using the 'Find zip code' link. (Note: If the mailing address is different than the residential address, please provide the mailing address as well. If selecting "Yes" to being homeless, a prompt follows.)

Residential Address

Are you homeless? ☐ Yes ☒ No

This is where you live.

* Address Line 1:

Address Line 2:

Apt #, Lot #, Building #, Suite #

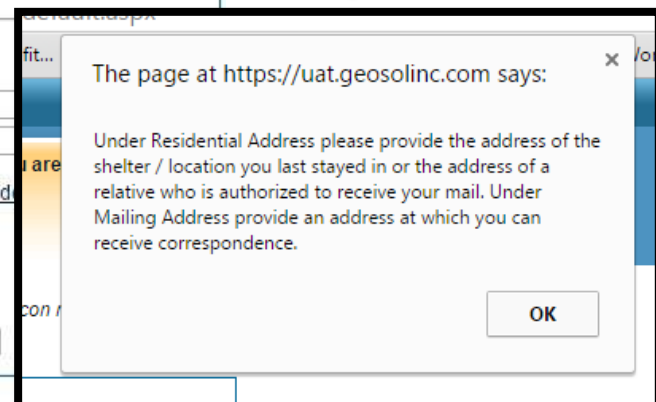
* Zip Code: [Find zip code](#)

* City:

* State:

* County / Parish:

* Country:



Mailing Address

This is where you receive your mail.

☒ Use residential address

* Address Line 1:

Address Line 2:

Apt #, Lot #, Building #, Suite #

* Zip Code: [Find zip code](#)

* City:

* State:

* Country:

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5. Enter the individual's Phone Numbers.
(Note: Only the primary phone and type are required. All other fields are optional.)

Phone Numbers

Primary Phone:

- - Ext:

Primary Phone Type:

None Selected ▼

Alternate Phone:

- - Ext:

Alternate Phone Type:

None Selected ▼

Text Message Cell Phone Number:

- -

Fax:

- -

Only certain communications such as Virtual Recruiter Alerts can be sent via text message. Normal text messaging rates apply. Other important notices, including some regarding unemployment benefits, will NOT be sent via text message.

Primary E-mail:

[Create E-mail Account](#)

[Read Our E-mail Security Policy](#)

Confirm Primary E-mail Address:

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6. Enter the individual's Preferred Notification Method and Site Access for the individual.

Preferred Notification Method

Please select a method in which you prefer to receive your notifications:

Internal Message ▼

Site Access

From where are you accessing this web site?

None Selected ▼

How did you hear about this web site?

None Selected ▼

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7. Enter the Individual's Citizenship and Disability information.
(Note: Disability information is optional and will be kept confidential and is only used for determining eligibility.)

Citizenship

* Citizenship

Disability

Do you have a disability?
(As defined in Section 504 of Rehabilitation Act of 1973)

☐ Yes, I have a disability
☐ No, I do not have a disability
☐ Not Specified

* Are you deaf or do you have serious difficulty hearing? ☐ Yes ☐ No ☐ Not Specified

* Are you blind or do you have serious difficulty seeing even when wearing glasses? ☐ Yes ☐ No ☐ Not Specified

* Because of a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering, or making decisions? ☐ Yes ☐ No ☐ Not Specified

* Do you have serious difficulty walking or climbing stairs? ☐ Yes ☐ No ☐ Not Specified

* Do you have difficulty dressing or bathing? ☐ Yes ☐ No ☐ Not Specified

* Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping? ☐ Yes ☐ No ☐ Not Specified

Providing this information is optional and refusal to provide disability information will not subject you to any adverse treatment. Information regarding your disability status will be kept confidential as provided by law and will be used only in accordance with the law. Please note that for some programs, the information is needed to determine eligibility. Note too that you may be eligible for additional support services and programs if you have a disability.

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Citizenship

* Citizenship

* USCIS (Alien Registration) Number:


USCIS (Alien Registration) Expiration Date:

(Note: Selecting "U.S. Permanent Resident" or "Alien/Refugee Lawfully Admitted to U.S." under citizenship will provide additional required fields.)

(Note: Answering the following questions pertaining to disability is required. You may choose "Not Specified" if you choose not to answer.)

8. Enter the Individual's Education Information.

Education Information

* Your Highest Education Level Achieved: 

If you have High School Diploma or High School Equivalency Diploma please select the appropriate value of High School Diploma or High School Equivalency Diploma

* Are you attending school?

9. Enter the Individual's Employment Information and Farm Worker information.
 (Note: Selecting "Yes" under Farm Worker Information will require additional questions to be answered. It will show the type of Farm Worker at the end.)

Employment Information

* Current Employment Status:

* Type of business worked in:

* Are you receiving Unemployment Insurance?

* Are you currently looking for work? ☐ Yes ☐ No

* Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?
☐ Yes, I have recently received a notice of termination or military separation.
☐ No, I have not recently received a notice of termination or military separation.

Farm Worker Information

* Have you performed work as a farm worker or food processor, include packing houses, nurseries, or orchards, for at least 25 days within the past 12 months? ☐ Yes ☒ No

* Was at least 50% of your income earned from farm work or food processing? ☐ Yes ☒ No

* Were you employed year round in farm work or in food processing by the same employer / farm? ☐ Yes ☒ No

* Have you traveled to do farm work or food processing and were unable to return to your permanent residence within the same day? ☐ Yes ☒ No

* Are you a full-time student? ☒ Yes ☐ No

* Are you traveling with your family? ☐ Yes ☒ No

* Are you traveling with an organized group? ☐ Yes ☒ No

* Did you work in an establishment primarily engaged in manufacturing of frozen fruits, vegetables, juices, ades, drinks, cocktail mixes and concentrates? ☐ Yes ☒ No

* Did you work in an establishment primarily engaged in slaughtering animals (except poultry and small game)? Establishments that slaughter and prepare meats are included in this industry. ☐ Yes ☒ No

* Did you work in an establishment primarily engaged in manufacturing canned, pickled, and brined fruits and vegetables? Examples of products made in these establishments are canned juices; canned jams and jellies; canned tomato-based sauces, such as catsup, salsa, chili, spaghetti, barbeque, and tomato paste; pickles, relishes, and sauerkraut. ☐ Yes ☒ No

Type of National Farm Worker:

10. Enter the Individual's Desired Job. If the desired occupation does not populate automatically, then click the "Search for an occupation" link to search for the specific title and code that is closest to the desired job title. (Note: "N/A" is not an available option, therefore, if the job seeker is unsure, or has multiple desired occupations, they must narrow it down to their top choice.)

Desired Job

Please enter a job title below. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* What is your desired job title?

Your desired job and occupation titles can be changed at any time after registration.

Below is a list of suggested occupations based on the job title entered. If you see an occupation that matches your job title, select it and this will set the occupation.

If you feel the suggestion list does not contain an accurate occupation or is empty, click the [Search for an occupation](#) link below to find one.

* Occupation Title:
* Occupation Code:

[[Search for an occupation](#)]

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11. Enter the Individual's Ethnic Origin. You may select multiple race categories identified below. Some race categories have subcategories to choose from. (Note: You may choose to select "do not wish to answer" in this section even though it is a required field.)

Ethnic Origin

* Are you of Hispanic or Latino heritage? ☐ Yes ☒ No ☐ I do not wish to answer.

* Race - Please check all that apply:

- ☐ African American/Black
- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Hawaiian/Other Pacific Islander
- ☐ White
- ☐ I do not wish to answer.

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12. Enter the Individual's Military Service information.

(Note: The only field required is if the individual is currently serving active duty.)

Military Service

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

* Are you currently in the military, a veteran or the spouse of a veteran? ☐ Yes ☒ No

Are you the Spouse/Dependent of someone in the active-duty military service, National Guard or Reserves who is currently activated?

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Military Service

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

* Are you currently in the military, a veteran or the spouse of a veteran? ☒ Yes ☐ No

Are you the Spouse/Dependent of someone in the active-duty military service, National Guard or Reserves who is currently activated? ☐ Yes ☒ No

* Question 1. Are you within 24 months of retirement or 12 months of discharge from the military (Transitioning Service Member)? ☐ Yes ☒ No

* Question 2. Have you served on active duty in the armed forces and were discharged or released from such service under conditions other than dishonorable? ☐ Yes ☒ No

* Question 3. Are you the spouse of a veteran who has a total service connected disability, is Missing In Action, captured in the line of duty by a hostile force, is a Prisoner Of War or who died from a service connected disability? ☐ Yes ☒ No

* Question 4. Are you now or have you served in a National Guard or Reserve unit that was called to or is on Active Duty due to armed conflict and/or crisis involving national security (Title 10 Activation)? ☐ Yes, I am serving ☐ Yes, I have served ☒ No, I am not serving

(Note: If selecting "Yes" under Military Service, you will be asked to provide additional information about the individual.)

13. Enter the Individual's Public Assistance information.

(Note: Entering "No" in the State's Foster Care System question will prompt 2 questions regarding household information.)

* Have you been supported through the State's Foster Care System?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Number of individuals living in your household	<input type="text" value="1"/>
* Total income earned within the last 6 months	<input type="text" value="\$ 0.00"/>

Public Assistance

Please provide answers to the following questions if any apply within the last 6 months.

- * Has your household received Temporary Assistance for Needy Families (TANF) payments? ☐ Yes ☐ No
- * Have you been determined eligible for or received Supplemental Nutritional Assistance Programs Assistance (SNAP formerly known as FoodStamps)? ☐ Yes ☐ No
- * Have you received General Assistance Payments? ☐ Yes ☐ No
- * Have you received Refugee Cash Assistance Payments? ☐ Yes ☐ No
- * Have you been supported through the State's Foster Care System? ☐ Yes ☐ No

<< Back Finish

Public Assistance is the last registration screen. Click '**Finish**' and this will complete the job seeker's CalJOBS registration. **Note that the information entered is not saved until you select 'Finish'. Therefore, if you exit the browser, or are interrupted before selecting 'Finish', it will cause all the previously entered data to be lost and the registration process will need to be restarted.**

If a mistake is made during the registration process, you can go back and make the appropriate change in the previous section, or sections, by using the 'Back' button. You may go back and change any fields as necessary after completing registration with the exception of the Social Security Number, in which you would need to contact the CalJOBS Tech Support Team to make the correction.